



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 10, 2017

DATE: Tuesday, December 27, 2016
TO: Board of County Commissioners
FROM: Emily B. Reed, Self Help Center and Law Library Program Manager
(775) 325-6625, emily.reed@washoecourts.us
THROUGH: Jackie Bryant, District Court Administrator/Clerk of Court
(775) 328-3194, Jackie.bryant@washoecourts.us
SUBJECT: Acknowledge receipt of the Washoe County Law Library Annual Report 2016. [All Commission Districts]

SUMMARY

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo.

Washoe County Strategic Objective supported by this item: Stewardship of our Community, Safe, Secure and Healthy Communities

PREVIOUS ACTION

The Law Library has submitted annual reports in the past that have been reviewed and acknowledged by the Board of County Commissioners.

BACKGROUND

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo. The Law Library Board of Trustees is made up of two attorneys and two non-attorneys appointed by the Board of County Commissioners for two-year terms that overlap. The Board also has three district judge members designated by all the District Court Judges. The Board of Trustees meet on a quarterly basis.

FISCAL IMPACT

AGENDA ITEM # 5.G.1.

Washoe County Law Library And Self Help Center Annual Report 2016

The mission of the Washoe County Law Library and Self Help Center is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civil organizations, and government entities to help ensure the legal needs of the community are addressed. We serve as a first contact for the public when entering the legal system. We answer questions about services available within the courthouse and about the services of other agencies in the area. We continue to offer additional assistance to the self-represented litigants through the Lawyer in the Library program and court approved packets and forms.

I. Funding

The Law Library receives funding from a portion of the District Court filing fees and from county general funds. In Fiscal Year 2016, the Law Library's receipts for District Court filing fees, copier receipts, and fines totaled \$76,526.68. The Law Library's disbursements during Fiscal Year 2016 totaled \$590,063.89.¹ The funds obtained are used to purchase electronic and print items that are made available to the public through the Law Library.

II. Reference and Technical Services

We provide access to legal information through reference and technical services. Reference services are provided to both attorneys and non-attorneys to assist them in finding legal information. We provide access to legal information through print and electronic resources as well as access to historical legal information through microfiche. Between January 1, 2016 and November 30, 2016, approximately 16,809 patrons visited and received assistance at the Law Library. We also assist patrons through an "Ask a Librarian" feature on the website and our Lawyer in the Library programs.

Lawyer in the Library is a long running program serving the community where attorneys volunteer to assist members of the public with individual counseling. Between January 1, 2016 and November 30, 2016, 54 attorneys assisted more than 1,019 members of the public. After attending Lawyer in the Library, participants are able to purchase any needed Self Help Center forms and packets at the Law Library without having to go to a different location.

Additionally, we continue to review and modify the collection to better meet the needs of our patrons. We continue to update and refine our library catalog to better reflect the collection. This enables patrons to find information quickly and reliably.

¹ This information is provided pursuant to NRS 380.090(2).

III. Collection

The Law Library collection contains 57,988 items. The number of missing items is 285. The total number of items and number of missing items includes all items in the catalog (print, microfiche, video, compact disk, cassette tape, and electronic items).

The Law Library is Selective Depository Library that receives materials from the Government Printing Office. As a Selective Depository Library we receive some print and electronic items from the Federal Government free of charge. We are responsible for all print items we receive and are required to maintain them in our Library. We have updated and refined the list of materials that we receive to better fit the needs of the library and our patrons. We continue to receive complimentary subscriptions to the Federal Register.

The Law Library received approximately 43 donated books and items from attorney Peter C. Neumann who had a number of medico-legal books as a part of his personal injury book collection. We received 2 donated books from Mary Ann Cushman. Additionally, we received multiple copies of Elements of Nevada Legal Theories from attorney Steven Klearman.

IV. Personnel

During 2016, we had one staff member, Jessica Burgoon, who deployed overseas as a member of the Armed Services. Her position has been temporarily filled by a part-time staff member, Katie Vukich.

Due to the hard work of our staff in 2016, the Law Library was awarded the Community Partner Award from Nevada Legal Services.

We continue to utilize staff in both the Law Library and Self Help Center. This has strengthened the team and allows us to provide better customer service for our patrons.

Jacqueline Bryant, Esq.	Court Administrator/Clerk of Court
Julie Wise, J.D., P.H.R.	Assistant Clerk of Court
Emily Reed, Esq.	Self Help Center and Law Library Program Manager
Brian Keefe, J.D., M.B.A., M.L.I.S.	Law Librarian II
Nikki Britt	Senior Law Library Assistant
Colin Galloway	Law Library Assistant III
Gloria Solorzano	Law Library Assistant III
Jennifer Gibbs	Law Library Assistant III
Jessica Burgoon (Deployed)	Law Library Assistant III
Katie Vukich	Law Library Assistant – Part Time

V. Board of Trustees

Honorable Connie Steinheimer, Chair
Honorable Chuck Weller
Honorable Scott Freeman
Clayton Brust, Esq., Secretary
Michael Kattelman, Esq.

Pam Gullihur

Teresa Mentzer

Stephan Hollandsworth, Deputy District Attorney assigned to the Board of Trustees